

**SHERFORD COMMUNITY LAND TRUST LTD - SHADOW BOARD MINUTES 12<sup>th</sup> AUGUST 2020**

*Meeting held remotely, 10.00 hrs*

**Directors present:**

**Drew Powell** (South Hams District Council) – Chair; **Gina Small** (Devon CC); **Joseph Federis Cox** (Vistry), **Kathryn Deeney** (Plymouth City Council); **Helen Deas Williams** (Brixton PC)

**In attendance:** **Judy Talbot** (Trust Coordinator)

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| <b>1. Apologies:</b> <b>Richard Harrison</b> (Taylor Wimpey), <b>Emma Colin</b> (Vistry)   |
| <b>2. Declarations of interest:</b> Gina, Kat and Chair work for Local Authorities which are involved in the delivery of the new Town and Helen as a Councillor for Brixton Parish Council. Emma works for Vistry, Richard for Taylor Wimpey.  |
| <b>3. Actions and Review of Minutes:</b><br>These were agreed by all who had been present.<br>Emma has now emailed details of the legal structure for Vistry Partnerships so Helen will confirm these with the solicitors. Joey confirmed that Vistry Homes no longer have any dealings with Sherford.<br>It was agreed that invoices should now be sent out to the housebuilders with regards to the outstanding trust fee payments which are long overdue.<br>The residents' letter cannot presently be sent out until all legal issues are resolved. It was agreed that a forum of community members should be developed.<br>Awaiting confirmation from Brookbanks regarding the internal layout amendments for the hub and dates for completion of the skate park and playpark.<br>It was agreed that a legal clause relating to COVID-19 should be included within the licence.<br>It was confirmed that Brookbanks will provide the hard-standing and external shed for storage.<br><br><i><b>Helen to confirm legal structure of Vistry with solicitors.</b></i><br><i><b>Kat and Gina to discuss the formation of an advisory group from community members.</b></i><br><i><b>Kat to review the draft licence and financial liabilities for the community hub along with the potential of carrying out a risk assessment.</b></i><br><i><b>Judy to forward all documents relating to the research for the hub on costings and other community buildings.</b></i><br><i><b>Judy will complete the application for the Livewest funding for the fit-out of the hub.</b></i> |
| <b>4. Elections and Membership</b><br>The legal ownership of Livewest properties was discussed in relation to asking them to give up their membership to their renters. This can then apply to everyone in the future with a 'presumption of membership to pass'.<br><br><i><b>Judy to draft a letter to send to Livewest making this request.</b></i>   |
| <b>5. Business Plan</b><br>Gina had circulated a range of examples of Trust models. Directors discussed a number of these and noted the common ethos of community benefit, entrepreneurial and community-led approaches. Directors to look further at the governance and leadership structures of these trusts for comparison. It was suggested that areas of responsibility within the Trust should be allocated to specific Directors.   |

Directors agreed that a social enterprise and community development company like Rio should be approached to consider specific areas of work like funding streams, business plan and future structure of the Trust. A two-year business plan needs to be formulated in order to set a forward program which will then highlight the various priorities.

***Drew to allocate portfolios to various Directors.***

***Judy to circulate her job description and consultancy agreement.***

***Kat to draw up a commission statement outlining a brief for appointment.***

**6. Funding requests**

An application was received for outdoor sports equipment. A facebook group has been set up for a community sports and fitness group. Directors will approve it provided terms of reference are provided detailing how it would be used, accessed and stored. In time, it would be kept at the community hub and run under the general management of the hub. Directors also wanted assurance that the equipment would be disinfected every time after use.

Another application was considered for bin store signage. It was felt that this is not the Trust's responsibility and that the Local Authority and Developers should deal with this. Therefore, the Trust could not approve this application.

A final application was received for funding towards bird feeders and corresponding food around the community. The Trust felt that this falls under the wider environmental planning and in particular the biodiversity plan in place for Sherford.

***Kat to speak to relevant officers within PCC to ensure actions are followed through on the bin stores.***

***Judy to post on Facebook page informing residents that grant applications need to be received a week before the Trust's monthly meeting.***

***Judy to notify applicants of the above.***

**7. Date of next meeting:**

9<sup>th</sup> September 2020

Meeting closed at 11.20 am